

SDO file

2024-01248



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

1st Indorsement
August 1, 2024

Respectfully forwarded to **BENJAMIN D. PARAGAS, PhD, CESO III**, Director IV/Regional Director, Department of Education, Region 02, Tuguegarao City, Cagayan, the herein attached Application of Terminal Leave Benefits of **Mr. George H. Cano**, retired Security Guard II of Itbayat National Agricultural High School, Itbayat, Batanes - DepEd-Schools Division of Batanes, for information and appropriate action.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Re: Application for TLB



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://batanes.deped.gov.ph>

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CHECKLIST FOR PAYMENT OF TERMINAL LEAVE BENEFITS

Name :	GEORGE H. CANO	VL & SL =	Date:	08/01/2024
School/Division:	Itbayat National Agricultural High School	59.581 Days	Retirement Date :	January 16, 2023

Documents Required	Submitted (Complete & in-order)	Remarks
1. Indorsement from SDO		
2. Application letter for terminal leave approved by the Head of Agency	/	
3. Provident Clearance	/	
4. CS Form No. 7, s. 2017 - Clearance Form (Clearance from work-related accountabilities, money and property accountabilities, and from no pending/ administrative cases)	/	
● School/District	/	
● Division Office	/	
● Regional Office (For 3rd Level and regional employees) . .	/	
● National Office (For 3rd Level Officials)	/	
5. CS Form 6 - Application for Leave duly accomplished and signed	/	
6. Certificate of abstract of Leave Service Records duly certified; Certificate of Service Credits earned (for Teachers) & conversion to VL/SL	/	
7. Photocopy of Employees Leave Card as of last date of service duly certified	/	
8. Certification of leave balance from previous employer/s, in case of transfer		
9. Photocopy of Designation Order/s as TIC issued by the SDS, if applicable		
10. Updated Service Record, indicating date of retirement/separation from service	/	
11. Certified photocopy of latest appointment	/	
12. Copy of GMIS-PSIPOP where name of applicants is included-for secondary	/	
13. NOSA(showing the highest salary received if the salary in the last appointment is not the highest)	/	
14. SALN (as of Date of Retirement)	/	
15. Certificate of Last Payment - Request from PSU Region	/	
16. Applicant's authorization (in affidavit form)to deduct all financial obligations with the employer/agency	/	
17. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her per RA No. 3019	/	
18. In case of resignation, employees letter of resignation duly accepted by the Head of the Agency		
19. Certification of Non-Payment of TLB from the School/SDO/Regional - Request from Accounting Accountant for TLB not claimed within the year of retirement	/	
20. Marriage Certificate issued by the Philippines Statistics Authority (PSA)	/	
21. OMBUDSMAN CLEARANCE <i>Additional requirements in case of death of claimant:</i>		
22. Death certificate issued by the Philippine Statistics Authority (PSA)		
23. Birth certificates of all surviving legal heirs issued by the PSA		
24. Designation of Next-of-Kin		
25. Waiver of rights of children 18 years old and above		

Action taken:	For favorable endorsement of the Finance Division-for funding/ payment With deficiency/ies. Returned for completion/correction of supporting documents.
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Evaluated by: VIRGINIA A. VINALAY	Noted: ALFREDO B. GUMARU JR., EdD, CESO V
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